

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

PROCUREMENT DIVISION

320 Hospital Drive, Suite 23

Warrenton, Virginia 20186

Phone: (540) 428-8713

Fax: (540) 347-5753

NOTICE OF CONTRACT AWARD

1. DATE: June 9, 2003
2. COMMODITY NAME: Cleaning Services
3. CONTRACT NUMBER: 90-03sm
4. SUPERCEDES: 98-05-20mw
5. CONTRACT PERIOD: July 1, 2003 through August 15, 2004
6. RENEWAL OPTIONS: Four (4) One Year Terms
7. CONTRACTOR: Virginia Allen d/b/a Clean Scene
VN: 639852 11037 Blake Lane
FIN# 54-2048329 Bealeton, VA 22712
PH 540-439-8829
FX 540-439-6409 (*also used for Internet, may be busy*)
8. TERMS: Net 45
9. FOR FURTHER INFORMATION CONTACT: Susan Monaco, CPPB
PH (540) 428-8713

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: This contract is the result of a competitive bid program and its use must follow the FCG&PS Procurement Policy/Procedures for the purchase of the commodity listed herein. Please see the reverse side of this notice for further instructions regarding this contract.

By: _____
Susan R. Monaco, CPPB
Senior Buyer, FCG&PS Procurement

INSTRUCTIONS

1. Orders: All FCG&PS Using Departments must order services listed by issuing FCG&PS Purchase Orders per FCG&PS Procurement Procedures Manual. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 428-8717 or 8720.
2. The applicable contract number, vendor number, estimated total dollar amount (can be done as a "Not to exceed" estimated figure), contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Contractor use.
3. Inspection of services provided and approval of contractor's invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of service, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to FCG&PS Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via fax or courier.
5. Renewals: As stated on the face of this notice, four (4) one-year terms remain on this contract. The decision as to whether to exercise the renewal option will be made by the contract officer, with input requested from the using departments, approximately sixty days in advance of the expiration date of the current term.
6. Price Adjustments: Changes to contract prices will be negotiated only at the time of renewal. All price increases must be approved by the contract officer. Contract users will be sent notification of contract change from the Procurement office as official notification of such changes, if approved.

***Contract #90-03sm, Cleaning Services
Contract Pricing***

<u>Facility Name</u>	<u>Square Ft.</u>	<u>Unit Price*</u>	<u>Monthly Total</u>	<u>Annual Total</u>
Main Branch Public Library	16,000	<u>\$.98</u>	<u>\$ 1,306.67</u>	<u>\$ 15,680.00</u>
Bealeton Branch Library	3,200	<u>\$.98</u>	<u>\$ 261.33</u>	<u>\$ 3,136.00</u>
Parks & Recreation	1,555	<u>\$.98</u>	<u>\$ 126.99</u>	<u>\$ 1,523.90</u>
Shadow Lawn Senior Center	3,644	<u>\$.98</u>	<u>\$ 297.59</u>	<u>\$ 3,571.12</u>
Trailer Complex	6,046	<u>\$.98</u>	<u>\$ 493.76</u>	<u>\$ 5,925.08</u>
Environmental Serv. Office	2,304	<u>\$.98</u>	<u>\$ 188.16</u>	<u>\$ 2,257.92</u>
Warrenton-Fauquier Airport, Main Building	2,176	<u>\$.98</u>	<u>\$ 177.71</u>	<u>\$ 2,132.48</u>
Warrenton Comm. Center	4,201	<u>\$.98</u>	<u>\$ 343.08</u>	<u>\$ 4,116.98</u>
<i>Grand Total, Annual extended pricing:</i>				<u>\$ 38,343.48</u>

** Unit Price is a price per square foot*